DEAN'S MEETING – Meeting AGENDA and Outstand Items
Wednesday, September 18, 2013

A. ESC approval path for Learning Skills
B. Timelines/Tasks and prioritization of most critical
C. Improving office organization/task coordination, meeting deadlines
D. Positive Attendance hours
E. Single Audit Meeting 9/10/13 (DSPS, EOPS, CARE)
F. Winter 2014:
   1. Allocation – how many sections?
   2. Library hours
   3. Production timeline
G. New Hires - evaluation committees, mentors, process
H. What committees should Dean’s join?
I. Telephone tree – Nick to use current plan – we should revise soon – Kathy will tell Lachell and Judith to begin revisions starting with Barry Sloan.
J. Foreign language labs
K. Who is our Emergency Response Area Supervisor (CE & SC buildings)?
L. Fall 2013: Instructor assignments, Chair assignments
M. When can we meet to review Work Block instructions and plan the training?
N. When will Kentico be up/running? When does Digital Curriculum storage end?
O. Student Success: ATD, Learning Communities, Transitional Education (basic skills), E-Portfolio, SLO’s, Syllabi…
P. Reorganization:
   1. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
   2. Library Div. vs. Learning Center Div.
   3. Humanities & Fine Arts absorbing CEMA
   4. Clean up – ask District Office to correct:
      a. Division Names, e.g. Applied Technology, Dance, Health & P.E., Library Division, Learning Center Division
      b. Department (Div.) numbers, send specific disciplines to change
      c. Course outline clean up, e.g. change department numbers
      d. Who updates pre and co-requisites on the systems?